



## Workforce Innovation and Opportunity Act (WIOA) Administrative Policy #109

**Subject:** Activities to support the development and maintenance of work experience

**Effective Date:** May 1, 2018

This Administrative Policy establishes guidance on WIOA funded activities that can be attributed to the development and maintenance of work experience to include personnel and non-personnel cost.

### **A. General Activities**

1. Employer research this includes business and employer meetings, partner conversations, online research and any other activity to educate staff about the employer, their needs, and potential opportunities.
2. Development and production of written materials to promote, educate, and train the employers about the youth work experience program.
3. Development and production of written materials to promote, educate and train program participants and community partners about work experience, including access, expectations, procedures and general program practices.
4. Distribution of work experience materials to employers, and participants.
5. Program staff training to understand the expectations of the work experience program, employer expectations and innovative ways to increase employer support of the youth workforce system to include, but not limited to face to face meetings, online training, staff certifications in work experience development, and employer and partner visits.

### **B. Employer Related Activities:**

1. Time spent on initial and ongoing contact to develop or maintain work experience relationships to include emails, phone calls, letters, and any online or social media contact (Twitter, Facebook, LinkedIn etc.)
2. Time spent traveling to any location in which the employer will receive an introduction, knowledge, agreements, evaluation, training, and feedback to develop or maintain work experience.



3. Time spent with the employer to provide program evaluation, surveying and feedback.

**C. Participant Related Activities**

1. Time spent preparing the participant for the assigned work experience site to include employer application, background checks, interview preparation, work site expectations, evaluation, timesheet and payroll review.

2. Time spent coordinating supportive services to include transportation services for proper arrival and dismissal from work experience, child care, uniform and medical assistance.

3. Time spent coaching and mentoring the participant while on the work site to include review of employer submitted evaluations, timesheet review and collection, supportive services and site visits.

**D. Non-Personnel Cost**

This policy also establishes activities which support work experience that cannot be attributed directly to salary, but is the costs of providing work experience services to the community, participant and the employer. These activities are considered non-personnel cost and program providers should ensure to keep accurate accounting of cost associated with providing the following when developing and maintaining participant work experiences.

- Travel cost associated meeting with the prospective and/or work experience site to include mileage, tolls, parking and conference fees.
- Cost associated with the reproduction of employer and youth materials to include printing, copying, design and layout cost.
- Cost associated with processing work experience incentive payments to include, but not limited to, incentive processing, incentive card and replacement card fees, and mileage to obtain incentive participant payments.

Signature: Brian K. Davis Date: 5-3-18

Brian K. Davis, Executive Director